

MEMORANDUM OF AGREEMENT
FOR
KC-135 PROGRAMMED DEPOT MAINTENANCE
CONTRACT ADMINISTRATION SUPPORT

PURPOSE: This Memorandum of Agreement (MOA) between the KC-135 System Program Office and the Defense Plant Representative office (DPRO), Pemco Aeroplex, describes the DPRO's functions and responsibilities in administering the KC-135 programmed depot maintenance contracts at Pemco Aeroplex, Birmingham, Alabama.

SCOPE:

- a. DPRO Pemco Aeroplex, will perform the contract administration functions identified in FAR 42.11, 42.204, and 42.302(a)(67) and DFARS 242.11 and 242.302. In addition, DPRO Pemco Aeroplex will perform unique contract administration functions not otherwise covered within the FAR but annotated in the Annex to this MOA as required by the KC-135 System Program Office.
- b. This MOA is applicable to all KC-135 contracts issued by the KC-135 System Program Office requiring contract administration support by DPRO Pemco Aeroplex.
- c. Order of preference for administering all contracts is as follows:
 1. Contract terms and conditions
 2. FAR/DFARS
 3. MOA

COMMUNICATIONS:

- a. The DPRO's Operations Group Manager/Program Integrator (PI) is the DPRO's central focal point for all program management issues. The PI will be responsive to both the System Program Manager and the DPRO Commander in coordinating and integrating all contract administration functions performed in support of the program. The PI does not have contracting officer authority to provide contractual direction to the contractor.
- b. All formal correspondence between the KC-135 System Program Office and the Contractor will be sent to the Contractor through the Administrative Contracting Officer (ACO). All formal correspondence between the DPRO and the Contractor will be copied to the KC-135 System Program Office.

TRAVEL: Neither organization will provide funds to the other organization for purposes of travel per diem/transportation to support attendance at required program meetings.

MOA TERMS: This MOA is effective upon signature by the KC-135 System Program Manager and the DPRO Pemco Aeroplex Commander and until canceled or superseded by amendment or a new agreement.

KC-135 System Program Manager

Commander, DPRO Pemco Aeroplex

2 Attachments

1. Annex, DPRO Contract Administration Responsibilities (3 Pages)
2. Points of Contact (1 Page)

ANNEX

DPRO CONTRACT ADMINISTRATION RESPONSIBILITIES

GENERAL: The KC-135 Team, under the direction of the Operations Group Manager, will provide all contract administration functions assigned by the Federal Acquisition Regulation (FAR) as supplemented by the Defense Federal Acquisition Regulation Supplement (DFARS) and this Memorandum of Agreement (MOA).

FUNCTIONS AND RESPONSIBILITIES:

- a. **KC-135 TEAM LEADER.** This supervisor is the primary DPRO focal point for all KC-135 contract administration matters. This supervisor is responsible for maintaining continuous surveillance of the contractor's management systems for contracting, manufacturing, engineering, quality assurance, and property to ensure proper execution of the KC-135 PDM contracts.
- b. **CONTRACT ADMINISTRATION**
 - (1) Delegation of Authority. The DPRO shall execute contract administration authority through the Administrative Contracting Officer (ACO). The following list identifies the priority documents which delegate responsibilities and establishes the extent of authority for the ACO in execution of contract management duties:
 - (a) Federal Acquisition Regulation (FAR), Part 42, Contract Administration, as supplemented by the Defense Acquisition Regulation Supplement (DFARS)
 - (b) Contract Terms and Conditions
 - (c) PCO Direction
 - (d) Defense Logistics Agency Directives and Regulations
 - (2) Specific Duties: In executing contract administration duties, the ACO will support the PCO and System Program Management Office (SPMO) by:
 - (a) Negotiating all Over and Above new work effort
 - (b) Assisting the PCO in negotiations, as requested
 - (c) Assisting the PCO in executing contract modifications, as requested
 - (d) Supporting the PCO in resolution of contract disputes
 - (e) Obtaining data, as requested
 - (f) Fully coordinating new DPRO/contractor procedural agreements with the PCO
 - (g) Supporting SPMO program reviews
- c. **QUALITY ASSURANCE**
 - (1) Quality Assurance Program: DLA's In-Plant Quality Evaluation (IQUE)/Process Oriented Contract Administration Services (PROCAS) is implemented at this DPRO. This program is designed to examine the adequacy of the Contractor's processes to ensure consistent quality conforming products and to identify opportunities for process improvements through analysis of process measurement data.
 - (2) Specific Duties: In executing the quality assurance duties, the assigned Quality Assurance Representative (QARs) will:

- (a) Coordinate with the KC-135 Team Leader and the SPMO Quality Office on significant issues requiring contractor corrective action. Special emphasis will be placed on quality issues which will: effect program schedule; require action by the SPMO; represent significant quality concerns or have a repetitive trend; and impact other depot locations performing like tasks.
- (b) Establish and perform Mandatory Government Inspections (MGI) based on "Safety of Flight" requirements. These MGI's shall have one hundred percent (100%) inspection performed by the DPRO QAR or a duly authorized representative.
- (c) Review and process all Over and Above work requests I.A.W. the contract terms and conditions, DLA and DPRO directives.
- (d) Perform random quality audits on work performed by the contractor in areas such as, but not limited to, the airframe, aircraft components, aircraft systems, manufactured parts, and paint.
- (e) Process waivers/deviations, engineering change proposals and engineering assistance requests I.A.W. the contract, DLA and DPRO directives.
- (f) Attend planning conferences involved with quality assurance program development and interface with contractors, subcontractors, buying activities and/or using activities in an effort to assure that only quality produced items are delivered.
- (g) Assure that a flight crew briefing/debriefing is accomplished for each flight I.A.W. DLA directives.
- (h) Accept the KC-135 aircraft by executing a DD Form 250, Material Inspection and Receiving Report, after Functional Check Flight/Acceptance Check Flight (FCF/ACF) and final quality inspections are completed.

d. ENGINEERING AND MANUFACTURING

- (1) Engineering and Manufacturing Program: DPRO engineering tasks will be accomplished by an assigned System Engineer. Production surveillance and manufacturing tasks will be performed by assigned Industrial Specialists. The purpose of production surveillance is to ensure aircraft are produced timely and I.A.W. the approved Pemco Aeroplex Inc., Production Plan.
- (2) Specific Duties: In executing the assigned engineering and manufacturing surveillance duties this DPRO will:
 - (a) Provide engineering support as requested by the OCALC/LACR
 - (b) Coordinate and process all engineering requests, AF Form 202.
 - (c) Monitor and evaluate the contractor's plans and actions for fabrication, overhaul and assembly and keep the KC-135 Team Leader and SPMO apprised of status, production delays and schedule impacts.
 - (d) Negotiate all Over and Above work request hours and material costs I.A.W. approved work standards and/or mutually agreed to terms. Impasse work request negotiations will be forwarded to the ACO for resolution.

e. FLIGHT OPERATIONS

- (1) Scope: All flight operations will be conducted by Air Force personnel assigned to the DPRO. Contractor "non-crew" flight personnel shall accompany all test flights. As required, other Air Force, Air National Guard or Coast Guard personnel will assist in conducting FCF/ACFs when DPRO personnel are not available. Flight Operations is also responsible for all ground and flight safety and environmental compliance. These functions are performed by the Aviation Program Team consisting of the Government Flight Representative (GFR), the Specialized Safety Monitor, and a Maintenance Superintendent.
- (2) Specific Duties: In executing the Flight Operations responsibilities, this DPRO will:

- (a) Provide qualified flight crews to flight accept aircraft I.A.W. acceptance test procedures (-6CF-1 Technical Order).
- (b) Review training, currency and qualifications of contractor ground and “non-crew” flight personnel to ensure only current, qualified personnel perform authorized activities on FCF/ACF missions.
- (c) Perform GFR duties I.A.W. DLAM 8210.7.
- (d) Monitor all ground, flight, and industrial safety standards/procedures for compliance with regulatory and/or contract requirements.
- (e) Monitor all environmental standards/procedures for compliance with Federal, State and Local law, regulatory and/or contract requirements.
- (f) Notify LC of all in-flight emergencies.

f. VISIT CONTROL PROCEDURES

The DPRO will receive written notification for all visits to the contractor’s facility. Prior notice for each visit must be provided to the DPRO even though a security clearance and access authorization is on file with the contractor. These procedures also apply to employees of consulting firms under contract to the U. S. Government in support of the program. Prior notification and approval will be accomplished by facsimile, message, or letter. Visit notification will include:

- (1) Name, official position, security clearance, contract number and description.
- (2) Dates of visit.
- (3) Name and address of contractor personnel to be contacted.
- (4) Purpose of visit.
- (5) If desired, a request that a representative of the DPRO accompany the visitor(s).

DPRO PEMCO AEROPLEX

KC-135 OPERATIONS TEAM

POINTS OF CONTACT

<u>FUNCTIONAL EXPERTISE</u>	<u>NAME</u>	<u>TELEPHONE NO.</u> Comm (205) 226-XXXX DSN 697-XXXX
Operations Group Manager	Mr. C. Ben Chaffman	4110
KC-135 Team Leader	Mr. George Hebling	4129
Administrative Contracting Officer	Ms. Marie Linder	4119
Systems Engineer	Mr. Shelton Price	4177
Property Administrator	Mr. Brownell Franklin	4118
Industrial Specialist	Mr. Thomas Cadille	4141
Quality Assurance Specialist	Mr. Alan Ledbetter	4190
Aircraft Maintenance Superintendent	SMSgt David Byrley	4195
Flight Operations, KC-135 Section	Major Alex Bollman	4160

